



**CIVIL SERVICE BOARD
AGENDA
January 28, 2026
3:00 PM**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES FROM PREVIOUS MEETING**
 - A. DECEMBER 10, 2025 CIVIL SERVICE BOARD MEETING MINUTES**
 - B. OCTOBER 29, 2025 CIVIL SERVICE BOARD MEETING MINUTES**

- 4. NEW BUSINESS**
 - A. CIVIL SERVICE BOARD QUARTERLY MEETING DATES FOR 2026**

The Civil Service Board meets quarterly annually (during the last Wednesday of January, April, July and October at 4 p.m.) The meeting dates for 2026 are:

January 28th
April 29th
July 29th
October 28th

- 5. OLD BUSINESS**
 - A. UPDATE FROM CITY ATTORNEY REGARDING CIVIL SERVICE BOARD MATTERS**
 - B. UPDATE FROM DIRECTOR OF HUMAN RESOURCES AND RISK MANAGEMENT REGARDING CIVIL SERVICE BOARD MATTERS**

6. OTHER BUSINESS

7. ANNOUNCEMENTS

8. PETITIONS FROM THE PUBLIC

9. FUTURE AGENDA ITEMS

10. ADJOURNMENT

If a person decides to appeal any decision made by the Board, Agency, or Commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such

purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. (FS 286.0105)

Any person requiring auxiliary aids and services at this meeting may contact the City Clerk's Office at (954) 535-2705 at least 24 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by using the following numbers: 1-800-955-8770 or 1-800-955-8771.

CITY OF LAUDERDALE LAKES

Agenda Cover Page

Fiscal Impact:

Contract Requirement:

Title

DECEMBER 10, 2025 CIVIL SERVICE BOARD MEETING MINUTES

Summary

Staff Recommendation

Background:

Funding Source:

Fiscal Impact:

Sponsor Name/Department:

Meeting Date: 1/28/2026

ATTACHMENTS:

Description	Type
□ December 10, 2025 Civil Service Board Meeting Minutes	Minutes



CIVIL SERVICE BOARD MINUTES December 10, 2025 4:00 PM

1. CALL TO ORDER

Chairperson Nethel Stephens called the December 10, 2025 Civil Service Board meeting to order at 4:05 p.m.

2. ROLL CALL

PRESENT

Chairperson Nethel Stephens
Vice Chair Floyd Amos
Secretary Erica Holmes
Board Member Thelma Lewis
Board Member Heidi Brocks

ALSO PRESENT

Advisory Board Liaison Pav Benasrie-Watson, City Clerk's Office

3. APPROVAL OF MINUTES FROM PREVIOUS MEETING

4. NEW BUSINESS

A. DISCUSSION WITH CITY ATTORNEY REGARDING CIVIL SERVICE BOARD MATTERS

City Attorney Calloway inquired as to when the Board would like to present their recommendations to the City Commission.

Chairperson Stephens stated the Board will decide at the end of the meeting regarding the dates the Board will present to the City Commission.

Chairperson Stephens stated that she has received phone calls from City staff regarding the issues that they face and it is very concerning to her.

Secretary Holmes stated that she received phone calls as well from City staff and she is very concerned as well. She stated that the staff said they received retaliation from their supervisors. She stated that the culture of the organization needs to change and that staff feels that they are heard.

Tara Williams, Director of Human Resources, stated that she listened to the concerns

of the employees who attended the last Civil Service Board meeting. She stated that the City follows the Equal Employment Opportunity Commission guidelines and a contractor is currently reviewing the City's policies which will be submitted to the City Attorney for review before they are presented. Upon the policy review, the handbook will then be sent out shortly thereafter. She stated that she did speak to the employees that expressed their concerns and assured them that there will be no retaliation as they are allowed to speak and express their concerns.

City Attorney Calloway stated that the policy and handbook are a high priority. He stated that it is important that the employees direct their issues to Human Resources first. Employees and administration need to have a clear understanding of the purpose of the Civil Service Board as the board is the last step in the solving of the issues.

Chairperson Stephens stated that the role of the Civil Service Board needs to be updated so everyone is clear.

Discussion ensued amongst the Board regarding the role of the Civil Service Board employee representative and the steps that should be taken when employees come to her for direction. As noted, all employee complaints need to go through the proper channels and the first step is addressing the complaints with Human Resources.

Vice Chair Amos stated that the biggest issue he observed is that administration needs to build trust, confidence and transparent with staff so they can feel comfortable with leadership. He suggested decreasing the probation time from 180 days to 90 days.

City Attorney Calloway stated that the review should include if the board duties are to only look at disciplinary matters as identified in the code or if it should be expanded. Also included will be the purpose of the board's mission, what are the duties of the board, jurisdiction of appeals, hearing procedures, recommendations for ethics and conflicts of issues and meeting requirements and the Sunshine Law.

Ms. Williams stated that she hopes to implement a new hire orientation and will continue to have an open door policy and build trust. She spoke of documents being made available to employees on the City's intranet site.

Chairperson Stephens stated that the Board will make its recommendations to the City Commission at a City Commission Workshop in March.

B. DISCUSSION WITH DIRECTOR OF HUMAN RESOURCES AND RISK MANAGEMENT REGARDING CIVIL SERVICE BOARD MATTERS

This item was discussed under 4A.

5. OLD BUSINESS

6. OTHER BUSINESS

7. ANNOUNCEMENTS

8. PETITIONS FROM THE PUBLIC

9. FUTURE AGENDA ITEMS

The next Civil Service Board meeting will take place on January 28, 2026 at 4 p.m.

10. ADJOURNMENT

The Civil Service Board Meeting adjourned at 5:15 p.m.

ERICA HOLMES, SECRETARY

ATTEST:

PAV BENASRIE-WATSON
ADVISORY BOARD LIAISON

CITY OF LAUDERDALE LAKES

Agenda Cover Page

Fiscal Impact:

Contract Requirement:

Title

OCTOBER 29, 2025 CIVIL SERVICE BOARD MEETING MINUTES

Summary

Staff Recommendation

Background:

Funding Source:

Fiscal Impact:

Sponsor Name/Department:

Meeting Date: 1/28/2026

ATTACHMENTS:

Description	Type
<input checked="" type="checkbox"/> OCTOBER 29, 2025 CIVIL SERVICE BOARD MEETING MINUTES	Minutes



CIVIL SERVICE BOARD MINUTES October 29, 2025 4:00 PM

1. CALL TO ORDER

Chairperson Nethel Stephens called the October 29, 2025 Civil Service Board meeting to order at 4:05 p.m.

2. ROLL CALL

PRESENT

Chairperson Nethel Stephens
Vice Chair Floyd Amos
Secretary Erica Holmes
Board Member Heidi Brocks

ABSENT

Board Member Thelma Lewis

ALSO PRESENT

Advisory Board Liaison Pav Benasrie-Watson, City Clerk's Office

3. APPROVAL OF MINUTES FROM PREVIOUS MEETING

A. JUNE 25, 2025 CIVIL SERVICE BOARD MEETING MINUTES

Secretary Holmes made a motion to approve the June 25, 2025, Civil Service Board meeting minutes. Vice Chair Amos seconded the motion. The minutes were approved unanimously.

4. NEW BUSINESS

A. MEET WITH CITY ATTORNEY

City Attorney Sidney Calloway shared the personnel rules, regulations and procedures from the Code of Ordinances as well as the duties of the Civil Service Board. He reviewed the Discipline: cause for dismissal section of the code relative to disciplinary action, suspension, dismissal and demotion. He explained the Discipline appeal procedure relative to the employee's appeal to the department director, department director's review of the appeal, employee's right to appeal to the city manager, employee's right to appeal to the civil service board and the hearing process.

Chairperson Stephens stated that the code of ordinances relative to these rules have not been updated in a long time and does require a review and possible update.

Board Member Brocks stated that the current ordinance related to the Civil Service Board does not have what the duties and the powers of the board are.

Mr. Calloway stated that he will review the current policies with the Human Resources Director to see which areas of the ordinances can be updated which will then be taken to the City Commission for consideration.

B. MEET WITH DIRECTOR OF HUMAN RESOURCES AND RISK MANAGEMENT

Vice Chair Amos inquired as to the process of the onboarding for new employees.

Tara Williams, Director of Human Resources and Risk Management, stated that the new employees are given all of the benefits information which is available online. Currently, there is no employee handbook, however, one is being created.

Discussion ensued amongst the Board regarding the importance of a handbook so employees know what their rights are relative to the City's policies, procedures and processes. They also spoke about the steps that employees can take in resolving their issues.

Ms. Williams stated that she has an open door policy where employees are guided as to what their rights are and she is creating a culture where employees feel Human Resources is a safe space for them.

Board Member Holmes asked if there was a toll free number that employees can call if they do not want to want to speak face to face regarding any issues they may face.

Ms. Williams stated that there is not.

C. APPOINTING A FIFTH MEMBER TO THE CIVIL SERVICE BOARD

An appointment is needed for a fifth Civil Service Board member to serve a 3 year term.

The board reviewed the Civil Service Board applications for Ramona Edwards, Beverly Williams, Michaela Scott-Williams.

Vice Chair Amos made a motion to appoint Michaela Scott-Williams as the fifth member of the Civil Service Board.

Secretary Holmes seconded the motion.

The board voted unanimously to appoint Michaela Scott-Williams as the fifth member

of the Civil Service Board to serve a 3 year term.

5. OLD BUSINESS

Chairperson Stephens suggested that the board meet in December to have continued discussions with the City Attorney and Human Resources Department. The board will provide their recommendations to the City Attorney and Human Resources Department before hand.

6. OTHER BUSINESS

7. ANNOUNCEMENTS

8. PETITIONS FROM THE PUBLIC

Louis Sorrey, former Code Compliance Officer, spoke of his recent termination from the City. He stated that he was still under his 6 month probation at the time of his termination and expressed his issues with his former supervisor. He spoke about being unable to have a working vehicle to complete his field work for a few weeks. He stated he would like his termination letter updated to reflect the correct reason for his dismissal.

Melissia Smith, Administrative Officer for Public Works, spoke of the lack of Human Resources support in the past and the issues that some of the staff in her department faces. She spoke of the importance of the employee handbook and employee morale.

Tiffany Fortune, Code Compliance Coordinator, spoke of the issues she and her entire division faces with regard to their current supervisor. She spoke of a demotion she received in dealing with the Special Magistrate when she was following proper protocol.

Jovanny Garcia, Code Compliance Officer, spoke of the issues he has faced with the current supervisor.

Kadeem Esdelle, Code Compliance Officer, spoke of the issues he has seen his colleagues face with the current supervisor.

9. FUTURE AGENDA ITEMS

The next Civil Service Board meeting will take place on December 10, 2025 at 4 p.m.

10. ADJOURNMENT

The Civil Service Board Meeting adjourned at 6:22 p.m.

ERICA HOLMES, SECRETARY

ATTEST:

PAV BENASRIE-WATSON,
ADVISORY BOARD LIAISON

CITY OF LAUDERDALE LAKES

Agenda Cover Page

Fiscal Impact:

Contract Requirement:

Title

CIVIL SERVICE BOARD QUARTERLY MEETING DATES FOR 2026

Summary

The Civil Service Board meets quarterly annually (during the last Wednesday of January, April, July and October at 4 p.m.) The meeting dates for 2026 are:

January 28th

April 29th

July 29th

October 28th

Staff Recommendation

Background:

Funding Source:

Fiscal Impact:

Sponsor Name/Department:

Meeting Date: 1/28/2026

CITY OF LAUDERDALE LAKES

Agenda Cover Page

Fiscal Impact:

Contract Requirement:

Title

UPDATE FROM CITY ATTORNEY REGARDING CIVIL SERVICE BOARD MATTERS

Summary

Staff Recommendation

Background:

Funding Source:

Fiscal Impact:

Sponsor Name/Department:

Meeting Date: 1/28/2026

CITY OF LAUDERDALE LAKES

Agenda Cover Page

Fiscal Impact:

Contract Requirement:

Title

UPDATE FROM DIRECTOR OF HUMAN RESOURCES AND RISK MANAGEMENT
REGARDING CIVIL SERVICE BOARD MATTERS

Summary

Staff Recommendation

Background:

Funding Source:

Fiscal Impact:

Sponsor Name/Department:

Meeting Date: 1/28/2026